

**FORT MEADE FLYING ACTIVITY**

and the

**NAVAIR FLYING CLUB****NEW MEMBER BRIEFING & IN-PROCESSING CHECKLIST**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Pilot Rating: \_\_\_\_\_  
FAA Medical: \_\_\_\_\_  
Class: \_\_\_\_\_  
Expires: \_\_\_\_\_

Military Rank: \_\_\_\_\_  
Active: \_\_\_\_\_  
Retired: \_\_\_\_\_  
Civilian Status: \_\_\_\_\_  
Dependent: \_\_\_\_\_  
Employer: \_\_\_\_\_

**A. Initial Processing**

1. Eligibility Established \_\_\_\_\_
2. Application Completed \_\_\_\_\_
3. Fees Explained and Paid \_\_\_\_\_
4. Member Folder Established \_\_\_\_\_
5. PQR Cards Filled Out \_\_\_\_\_
6. Clubhouse Entry System  
Explained and Demonstrated \_\_\_\_\_
7. Hold Harmless Waiver \_\_\_\_\_
8. Copies of Pilot's License/  
Medical Certificate \_\_\_\_\_

**B. FMFA/FME CLUBHOUSE OPERATIONS**

1. All Pilots Read Book, Vol.  
I & II Examined and Explained \_\_\_\_\_
2. Individual Aircraft Folder  
Notebooks Examined and  
Explained \_\_\_\_\_
3. Aircraft Status Board Purpose  
and Use Explained \_\_\_\_\_
4. FMFA Pilot Information Board  
and Message Clipboard  
Explained \_\_\_\_\_
5. Aircraft Key Storage and  
Access Procedures Explained \_\_\_\_\_
6. Aviation Fuel Usage Forms  
Location, Use, and Disposition  
Explained \_\_\_\_\_
7. FMFA Oil Locker Location,  
Access, and Records Explained \_\_\_\_\_
8. Grounded Pilots Clipboard  
List Location and Usage  
Explained \_\_\_\_\_
9. Scheduling Procedures \_\_\_\_\_

**C. FLIGHT LINE OPERATIONS**

1. Location of FMFA Aircraft  
and NAFC Aircraft \_\_\_\_\_
2. Parking and Tie Down  
Procedures and Demonstrated \_\_\_\_\_
3. Aircraft Re-Fueling Area  
Shown and Re-Fueling  
Procedures Explained \_\_\_\_\_
4. A/C Pre-Heater Demonstrated \_\_\_\_\_
5. Fire-Extinguisher Procedures  
Explained \_\_\_\_\_

**D. FME OPERATIONS+**

1. Flight Plan Filing and Close-  
out Explained \_\_\_\_\_
2. Weather Briefing Procedures  
Explained \_\_\_\_\_

**E. FMFA FLIGHT CHECKOUT TESTS+**

1. FMFA/FME Local Area Question  
-naire (Open Book) Issued \_\_\_\_\_
2. FAA Regulations Exam \_\_\_\_\_
3. Aircraft Exam for Each Aircraft  
Pilot is Current \_\_\_\_\_
4. Pre-Mishap Plan and Question  
-naire Discussed \_\_\_\_\_
5. "Who to Call" List to be Used  
in Case of Emergency \_\_\_\_\_
6. Clearing Authority Privileges  
Explained \_\_\_\_\_

BRIEFED BY: \_\_\_\_\_ DATE: \_\_\_\_\_